

**SECRET****ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Recommended Objectives for DDA Quarterly Conference (Fourth Quarter FY 1983)

FROM:

OL/P&amp;PS

EXTENSION

NO.

DATE

5 OCT 1983

25X1

25X1

1. (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/P&amp;PS/OL

5 OCT 1983

*De*

Attached for your review are recommended topics for the final FY 1983 Quarterly Objective Review with the DDA, scheduled for 6 Dec 83. In addition to the objectives recommended, the DDA has requested that each Office Director present a brief (10 minutes) review of the accomplishments of his office in FY 1983.

2.

AOL

10/7

*me*

3.

D/L

4.

AEO/OL

10/7

*mp*

5.

EO/OL

7/10

*AK*

6.

DD/L

11 Oct

*Dr*

7.

8.

OL/P&amp;PS

12 OCT 1983

9.

10.

11.

12.

13.

14.

15.

25X1

25X1

*Dr EDR*  
*Walker than V. H. S.*  
*Dispatching. Otherwise*  
*OK.*

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RECOMMENDED OBJECTIVES FOR THE DDA QUARTERLY CONFERENCE

6 December 1983

Objectives Recommended

Establish Procedures to Execute Payment  
in Accordance with Prompt Pay Act

Implement the Digital Prepress System

Provide Support to SAFE, Phase II

Improve Methods of Recruitment, Per-  
sonnel Evaluation, and Communication  
in OL

Automate Vehicle Dispatching \*

Objectives Not Included

Consolidate Agency Metropolitan  
Washington Area Activities

Conduct a Comprehensive Review of  
OL Personnel Management Functions

Develop Policy and Resolve Key  
Issues Affecting Acquisition

Improve the Physical Environment and  
Quality of Food and Service in the EDR \*

Continue to Work Closely with GSA to  
Improve Service to the Agency

Conduct a Quality Circle Program \*

Improve Responsiveness to Politically  
Sensitive Requirements for Goods and  
Services

Construct 50,000 Net Square Feet of  
Space

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Recommended Objectives for the DDA Quarterly Conference, 6 Dec 83

Objectives Not Included (cont'd)

Conduct Utilities Reliability Study,  
Power Plant \*

Provide Management Information on the  
Upgrade

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\* Reported Third Quarter

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**SECRET****ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Fourth Quarter Objective Review and Planning Program for FY 1984

FROM:

EXTENSION

NO.

OL 4138-83

25X1

C/P&amp;PS/OL

DATE

5 Oct 83

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/NBPO/OL  
4E50 Headquarters

2.

C/B&amp;FB/OL

25X1

3.

C/P&amp;TS/OL

25X1

4.

C/PMS/OL

25X1

5.

C/SS/OL

25X1

6.

C/LSD/OL  
3E14 Headquarters

7.

C/P&PD/OL  
154 P&P Bldg.

8.

C/PD/OL

25X1

9.

C/RECD/OL

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C/SD/OL

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5 OCT 1983

MEMORANDUM FOR: Chief, New Building Project Office, OL  
 Chief, Budget and Fiscal Branch, OL  
 Chief, Personnel and Training Staff, OL  
 Chief, Procurement Management Staff, OL  
 Chief, Security Staff, OL  
 Chief, Logistics Services Division, OL  
 Chief, Printing and Photography Division, OL  
 Chief, Procurement Division, OL  
 Chief, Real Estate and Construction Division, OL  
 Chief, Supply Division, OL

FROM:

  
 Chief, Plans and Programs Staff, OL

25X1

SUBJECT: Fourth Quarter Objective Review and Planning  
 Program for FY 1984

1. This memorandum addresses the reporting requirements for FY 1983 fourth quarter and FY 1984 MBOs. The reporting process on the status of objectives will be handled as follows:

a. For Directorate-level objectives, an updated milestone chart will be requested (narrative reports are not required) to prepare for the quarterly DDA Planning Conference. The conference will be conducted the same as this fiscal year, i.e., each responsible officer will make a presentation on the objectives assigned. Dry runs to the D/L will be held prior to each conference date. Responsible officers are also encouraged, whenever possible, to use briefing aids, photographs, viewgraphs, charts, etc., to supplement their oral presentation to the DDA.

b. For Office and Division-level objectives (Attachment A), the status of each objective will be presented to the D/L at the first or second bi-weekly of the quarter. An updated milestone chart (narrative reports are not required) will be presented to P&PS at each presentation. The presentation schedule for the fourth quarter FY 1983 activities is as follows:

RECD	17 October 1983	0900 hours
LSD	18 October 1983	0930 hours
SD	24 October 1983	0900 hours
P&PD	25 October 1983	0930 hours
PD	26 October 1983	0900 hours
PMS	26 October 1983	1000 hours

UNCLASSIFIED WHEN SEPARATED  
 FROM ATTACHMENTS

OL 4138-83

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SUBJECT: Fourth Quarter Objective Review and Planning Program  
for FY 1984

2. The Office of Logistics (OL) Five-Year Plan, which contains all OL objectives, categorized by OL components and reporting levels, is currently being updated and will be disseminated after approval by the DDA.

3. OL's fourth quarter planning conference with the DDA is scheduled on 6 December 1983, 1330 hours, room [redacted] 25X1  
A dry run to the D/L is scheduled on 1 December 1983, 1330 hours, room [redacted] 25X1  
An agenda for the conference will be forwarded at a later date. As in the past your presentation should not exceed five minutes and should cover the status of objective activities scheduled for the fourth quarter FY 1983. Please provide an updated milestone chart for all FY 1983 Directorate-level objectives (Attachment B) to this staff by 10 November 1983.

4. Questions concerning this subject should be directed to [redacted] 25X1  
[redacted] 25X1

#### Attachments

- A. FY 83 Office & Division-Level Objectives.
- B. FY 83 Directorate-Level Objectives.

OL/P&PS [redacted] (4 Oct 83) 25X1

#### Distribution:

- 1 - ea addressee
- 1 - OL reader
- 1 - OL/P&PS (official)
- 1 - OL/P&PS (chrono)

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FY 83 OFFICE AND DIVISION-LEVEL OBJECTIVES\*

(Reportable to the Director of Logistics)

P&PS - Work with Management to Key Support Growth to Growth in Requirements.

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PMS - Automate General Provisions Format to Facilitate the Update of Contract Clauses.

LSD - Establish an Automated System for Maintaining Stock Levels and Cost Data Covering Administrative Supplies in Agency Supply Rooms.

- Research the Feasibility of Installing Automated Gas Pumps at the Motor-Pool Garage.

P&PD - Develop a Formal Training and Development Program for Photography Branch.

- Conduct a Waste-Measurement Program.

- Develop Work Standards and Measure Productivity via the MIS.

- Develop a Requirements Package for Low-Volume Copiers and Issue a Contract for Copier Rentals.

- Develop Requirements for Support to the FBIS MIDAS Project.

- Provide ETECS Support for Users of WANG Word Processors.

- Evaluate the Feasibility of Expanding Video Support to the Intelligence Community.

- Conduct a Bindery Automation Study.

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\* Although Directorate-Level Objectives are tracked at the office and division level, they are not included in this list since the Director of Logistics is briefed on those objectives during dry runs for the Quarterly Planning Conferences.

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Attachment A

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FY 83 OFFICE AND DIVISION-LEVEL OBJECTIVES (continued)

P&PD (continued)

- Develop an Automated Maintenance Program System for Division Application.
- Implement the P&PD/ODP Autofiche System.
- Prepare Up-To-Date Floor Plans on P&PD Facilities.

PD - Establish Effective Acquisition Procedures.

RECD - Construct Transformer Vault, Headquarters.

- Install Two Electrical Feeders, Headquarters.

- Construct Northside Utility Lines.

- Direct Acquisition of Domestic Field Offices.

- Lease 100,000 Square Feet of Office Space

25X1

25X1

- Install Central Vacuum Pump, Printing & Photography Building.

- Conduct Facility Study,

25X1

- Construct Chilled Water Risers, Headquarters.

- Provide Support to O.C. Data Distribution and Word Processors (Speedwire).

SD - Develop a Purification Program to Improve the Viability of the ICS Data Base Prior to Implementation of LIMS.

- Conduct a Feasibility Study and Make Recommendations for Efficient Repair and Return of Equipment.

- Establish a VM Program to Monitor Usage of Packaging Supplies and Materiel on a Yearly Basis Including a Reorder Cycle.

- Handling, storage and disposal of hazardous waste materials.

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B

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FY 83 DIRECTORATE-LEVEL OBJECTIVES

(Reportable to the Deputy Director for Administration)

- BPS - Consolidate Agency Metropolitan Washington Area Activities in the Headquarters Compound.
- P&TS - Conduct a Comprehensive Review of Personnel Management Functions.
  - Improve Methods for Recruitment, Personnel Evaluation, and Communications in OL.
- P&PS - Develop and Implement a Logistics Integrated Management System (LIMS).
- PMS - Develop Policy and Resolve Key Issues Affecting Acquisition.
  - Establish Procedures to Execute Payment in Accordance with PL 97-177, Prompt Pay Act.\*
- LSD - Develop and Implement an Effective Vehicle Dispatch Plan (new objective).
  - Improve the Physical Environment and the Quality of Food and Service in the Executive Dining Room.
  - Continue to Work Closely with GSA to Improve Service to the Agency.\*
- P&PD - Implement the Digital Prepress System.
  - Conduct a Pilot Quality Circle Program.
- PD - Improve Responsiveness to Politically Sensitive Requirements for Goods and Services.
- RECD - Provide Support to SAFE, Phase II.\*
  - Construct 50,000 Net Square Feet of Space at

25X1

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\* Joint Objective.

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Attachment B

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FY 83 DIRECTORATE-LEVEL OBJECTIVES

- 25X1
- Continue to Work Closely with GSA to Improve Service to the Agency.\*
- Conduct utilities reliability study, power plant.
- SD - Establish Procedures to Execute Payments in Accordance with PL 97-177, Prompt Pay Act.\*
- Provide Management Information on the Upgrade of  25X1

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\* Joint Objective

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